

**GOVERNOR'S CALGRIP PY 2010/11  
WORKFORCE INVESTMENT ACT (WIA) SOLICITATION FOR PROPOSALS (SFP)  
CATEGORY 1 – Job Training Expansion  
Proposal Package Instructions**

**Summary**

On May 25, 2007 the Governor released the CalGRIP Initiative and targeted \$31 million in state and federal funding toward local anti-gang efforts. As part of this statewide initiative, this SFP will award up to \$5 million in WIA Governor's Discretionary 15 Percent funds of which \$3.5 million will be allocated to Category 1 – Job Training Expansion. The primary goal of this SFP is to implement intervention and prevention strategies, including job training, supportive services, education and placement for youth ages 14 to 24 that are either at risk of gang involvement, gang involved or a current gang member. Participant eligibility requirements are listed in Section 1 B of the SFP. Additionally proposal submission instructions and other minimum requirements are contained in the main [SFP](#) document.

All proposals must answer each section below and provide any requested forms. Forms may be downloaded by clicking on the available links below.

**1. Cover/Signature Page (Includes Proposal Summary)**

The purpose of the [Cover/Signature Page](#) is to provide applicant contact information, the amount of funding requested, amount of required match, a proposal summary, and an authorized representative's signature. All sections of the Cover/Signature Page must be completed. The Cover/Signature Page, including proposal summary, is limited to two pages and all sections must be completed.

The proposal summary must contain the following information:

- Targeted Participants Served
- Key Partner Highlights
- Project Description
- Proposed Outcomes

**2. Proposal Narrative (Maximum 100 points plus possible 10 bonus points)**

The full [Proposal Narrative](#) contains seven sections as detailed below. Each section will be reviewed and scored individually. The full Proposal Narrative is limited to 15 pages.

**Section I - Statement of Need and High Intensity Gang Activity Areas (HIGAAs) (Maximum 15 points, plus possible 5 bonus points)**

1. Describe the geographical region the project will target and include the county/counties where services will be provided. Up to five bonus points will be awarded to projects serving one or more of the HIGAAs identified in Section 5 D of the SFP. (5 points plus possible 5 bonus points)

2. Describe the unmet need of the youth in the region that the proposed project will target. Include an explanation of how the unmet need was determined and what factors have contributed to the unmet need. Provide the following statistical information that supports the need for this project and include data sources:

- Gang-related homicides
- Number of youth on probation or parole
- High school drop-out rates
- High school academic performance index scores
- Poverty levels
- Total number of youth in the targeted region

Web resources for obtaining the above information are contained in Appendix D under *Useful Web sites for the WIA CalGRIP SFP*. (5 points)

3. Explain why the needs cannot be met with existing resources through the local or regional educational, employment and training service delivery infrastructures. (5 points)

## **Section II - Target Group (Maximum 10 points)**

1. Describe the characteristics of the youth that will be served by this project including barriers and supportive service needs such as housing, drug and alcohol treatment, counseling, etc. Describe how you will determine whether a youth is at-risk of gang involvement, gang involved, or a current gang member.

Complete and attach the [Target Group Planning Chart](#) (SFP Form 1). Subgrantees have the option to serve an 18-year old client as a youth or as an adult. However, whatever determination is made the subgrantee is required to be consistent in the treatment of these clients. The WIA 15 Percent Project Requirements are contained in WIA Directive [WIAD02-14](#). In Columns B and C, select the applicable age group option for youth and adults. Column D is the total estimated number of individuals to be served and is the sum of columns B and C. In Section 1, Target Population, enter the total number of participants for each column (B) Youth, (C) Adult and (D) Total, which are either a youth at-risk of gang involvement, gang involved or current gang member. Column (A) (2) provides a description of some of the at-risk factors of the gang affiliated target populations. If other at-risk factors will be used, provide a description under Other Factors. In Section (2) At-Risk Factors, enter the estimated number of individuals in each column (B) Youth, (C) Adult and (D) Total that will have one or more of the at-risk factors. Because youth can have multiple at-risk factors, the data in this section will not sum to the total number of individuals served. (5 points)

2. Identify the outreach and recruitment methods that will be used to contact and recruit youth at-risk of gang involvement, gang involved, or current gang members. Demonstrate how these methods will enable you to reach the targeted youth population. (5 points)

### Section III - Planned Approach (Maximum 25 points)

1. Describe the intervention and/or prevention strategy that will be used to achieve the planned goals and objectives. Include a service process flowchart. The service process flowchart is counted as part of the 15 page limit. Demonstrate how this strategy is comprehensive and community focused providing a holistic approach to serving the target population. (6 points)
2. Describe the specific types of services and training that will engage youth in positive community alternatives, increase their vocational and job readiness skills, link them to career pathways and reduce their risk of gang involvement. Identify the organization that will provide the services and/or training. Demonstrate how your services and training relate to your planned performance benchmarks. (7 points)
3. Describe how your service plan will address the barriers of the targeted youth and prepare them to enter an education or training program, obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunities, attain a degree/certificate, achieve literacy/numeracy gains or return to/remain in secondary school. (7 points)
4. Describe how your service delivery plan will achieve the goals and objectives of the project in a timely manner. Complete and attach the [Project Work Plan](#) (SFP Form 2) that includes objectives/activities and timelines. The following are some examples of objectives/activities that may be included: (5 points)

Sample Project Work Plan:

Objectives/Activities	Estimated Dates
<b>Start-up Activities</b>	
Orientation meeting with project partners	March 2011
Negotiate partner contracts	March 2011
<b>Outreach/Recruitment</b>	
Recruitment and community outreach by referrals, walk-ins, and community/faith based organizations	March 2011
<b>Assessment/Enrollment</b>	
Assessment and enrollments into soft skills training to understand workplace culture, employer expectations, and other soft skills necessary to obtain/retain employment	April 2011
<b>Training &amp; Education</b>	
Identify locations where participants will be placed	April 2011
Conduct short term medical assistant technical training	April 2011
<b>Work Activities (Work experience, OJT, Internship)</b>	
Begin OJT	September 2011
<b>Job Placement, Retention &amp; Follow-up</b>	
Connect employer partners with participants who are ready for employment	September 2011 through End of Project
Case managers provide placement and retention services	Ongoing

## **Section IV – Performance Goals (Maximum 10 points)**

1. Complete the [Performance Goals Matrix](#) (SFP Form 3) for the targeted youth population that the proposal will serve. The State has established goals as a point of reference for applicants in developing their project performance goals. See Section 8 D of the SFP for the State's WIA CalGRIP Performance Goals for PY 2010/11. Column A of the Performance Goals Matrix contains a description of the performance goal. Individuals may receive multiple goals, therefore line items 2 through 5 will not sum to line item 1, *Total Participants to be Served*. For each of the performance goals in Column A, enter the total planned number of youth participants (ages 14-17 or 14-18) in Column B and enter the total planned number of adult participants (ages 18-24 or 19-24) in Column D. Columns C and E are calculated fields that will populate the percentage of youth and adult participants that will achieve the goal. Column F is also a calculated field that sums Columns B and D. Please note that that *Total Participants to be Served* line item should match the *Total Population* line item in the Target Group Planning Chart (SFP Form 1). The line items 2a through 2e are a subset of line item 2, *Placement in Employment, Education, or Training*, and will not necessarily sum to line item 2 because individuals may achieve multiple outcomes. Additionally, line items 3a through 3c will not sum to line item 3 because of multiple outcomes. (5 points)

If the planned project goals are below the State goals, provide an explanation.

2. Provide a description of how the project goals will be measured and provide further clarification to demonstrate their effectiveness. (5 points)

## **Section V – Local Collaboration and Leveraged Resources (Maximum 20 points plus possible 2 bonus points)**

Creating effective partnerships is a key element in any workforce development system and is an essential component of this SFP. Applicants are strongly encouraged to cooperate with local partners and where feasible consider submitting unified proposals. It is the intent of this SFP that, to the greatest extent possible, local partnerships be formed for this project between Local Workforce Investment Boards (Local Board) specifically the Local Board Youth Councils. Other key partners could include local probation and law enforcement, welfare agencies, public education agencies, youth advocacy groups, faith-based and community based organizations, training providers, and employers. Applicants must demonstrate that a high level of coordination already exists or that formalized linkages are in the process of being established.

The criteria in this section are divided into two parts depending on who is applying. If the Local Board is the applicant, they must address criteria in Part A. If the applicant is not a Local Board, they must address criteria in Part B.

**Part A – Local Boards ONLY:**

1. Describe how the Local Board has successfully formed effective partnerships. Examples of partnerships may include local probation and law enforcement, welfare agencies, public education agencies, youth advocacy groups, faith-based and community based organizations, training providers, and employers. Provide descriptions of any formal or informal agreements that exist with the partners. (5 points)
2. Demonstrate how these partner organizations will complement the services provided by the Local Board under this proposal. Describe the involvement of the local Youth Council in the design of this proposal. (5 points)
3. Complete and attach the [Partner Roles, Responsibilities and Resources Chart](#) (SFP Form 4) identifying the local partnerships that will be used to coordinate and provide services under this proposal. List the partner's names in Column B. In column C the partner's roles and responsibilities should be clearly defined in terms of specific tasks, services or support they will provide. (5 points)

**Part B – Non-Local Boards Applicants ONLY:**

1. Describe how your organization has or will successfully link with the Local Board. Include any actions you have taken to collaborate with the Local Board, including the Local Board's Youth Council, and any formal or informal agreements that are in place. Describe the roles and responsibilities that the Local Board/Youth Council will perform in conjunction with this proposal. A listing of the Local Boards is available on the EDD's Jobs and Training [LWIA Web page](#). (5 points)
2. Describe how your organization has established linkages with other partners in the local community. Examples of partnerships may include local probation and law enforcement, welfare agencies, public education agencies, youth advocacy groups, faith-based and community based organizations, employers and training providers. (5 points)
3. Complete and attach the [Partner Roles, Responsibilities and Resources Chart](#) (SFP Form 4) identifying other local partnerships that will coordinate and provide services under this proposal. List the partner's names in Column B. In column C the partner's roles and responsibilities should be clearly defined in terms of specific tasks, services or support they will provide. (5 points)

**Part C – All Applicants-Leveraged Resources**

Applicants are required to demonstrate a dollar for dollar cash and/or in-kind match. Match may include WIA or non-WIA funds made available to the applicant to be used specifically for project activities. Match funds will be subject to the reporting requirements contained in WIA Directive [WSD09-11](#), Quarterly and Monthly

Financial Reporting Requirements. For more information regarding match requirements, see Section 5 B. of the SFP.

1. A dollar-for-dollar match is required. Complete columns D-F in the [Partner Roles, Responsibilities and Resources Chart](#) (SFP Form 4) identifying the cash/in-kind match that will be used to support activities and/or expand or sustain the proposed project. Attach a current letter of commitment from the partner describing the match, specifying the dollar amount and identifying a contact person and phone number. **If the applicant is providing a match, a commitment letter from the applicant must be attached.** All commitment letters must contain a contact person and telephone number and be dated within the month of January or February 2011. Match amounts not included in commitment letters will not be counted. (5 points)
2. Two bonus points will be awarded to applicants that demonstrate a match greater than dollar-for-dollar of the amount requested. Match amounts not included in commitment letters will not be counted. In order to qualify for bonus points, applicants must follow instructions stated above. (2 bonus points)

**Section VI - Statement of Capabilities (Maximum 10 points plus possible 3 bonus points)**

1. Describe the organization's capability to conduct and administer a federally funded project including your ability to collect and report financial and participant performance data as required. (5 points)
2. Describe your organization's infrastructure including proposed staffing for this project that demonstrates your ability to achieve the project goals. Demonstrate that your staff has experience in working with the targeted youth population. (5 points)
3. Three bonus points will be awarded to applicants that describe past or present accomplishments in working with a CalGRIP youth program and how these funds will build on these successes. Complete the chart in the Narrative Form with actual and planned performance levels as of December 2010, or the last end of project report. Applicants funded June 30, 2010 under CalGRIP 2009/10 are not eligible for these bonus points as they will not be able to demonstrate a successful program to date. (3 bonus points)

**Section VII. - Budget Summary Narrative and Plan (Maximum 10 Points)**

1. Complete and attach the [Budget Summary Narrative and Plan](#) (SFP Form 5) that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. Column A must contain the requested WIA 15 Percent funds. Under Column B, enter the cash and/or in-kind match resources identified in Proposal Narrative Form. Column C is a calculated field that will total Column A and B. Column B, Cash/In-Kind Match, on the Budget Summary Narrative and



Plan (SFP form 5) must equal Column D, Total Cash/In-Kind Match, on the Partners Roles, Responsibilities and Resources Chart (SFP Form 4). (5 points)

2. In Section VII of the narrative, provide a detailed justification for all line items contained in the Budget Summary Narrative and Plan (SFP form 5). For example, Staff Salaries should include a narrative of the staff activities and the percent of salary charged to the project. Explanations should include how the proposed costs are necessary and reasonable in terms of benefits to participants. (5 points)
3. Enter planned cumulative expenditures and match funds biannually in the chart provided. Expenditures and match funds will be subject to the reporting requirements contained in WIA Directive [WSD09-11](#), Quarterly and Monthly Financial Reporting Requirements. If funding is awarded, monthly expenditure and cash/in-kind match plans will be required.

If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the [Supplemental Budget Form](#) (SFP Form 6), Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by the Employment Development Department (EDD) as the administrative entity responsible for WIA program administration and will be negotiated in conjunction with contract completion with successful applicants. The EDD has defined the equipment purchase procedures in WIA Directive [WIAD03-9](#), Property–Prior Approval, Purchasing, Inventory and Disposal. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the [Supplemental Budget Form](#) (SFP Form 6) Section II Contractual Services.